

Executive Registry

63-7407

26 September 1963

✓  
rec'd

Mr. Warren B. Irons, Executive Director  
U. S. Civil Service Commission  
Washington, D. C.

Dear Warren:

Many thanks for your note of September 16th calling to my attention the distribution of the Civil Service Journal within CIA. I have directed that we expand our distribution of the Journal to include the heads of all of the major components--some 46. This will be in addition to the copies which we previously received and which were generally circulated strictly in the personnel field.

I am particularly appreciative of getting your note at this time because we are making a major drive to improve our personnel management, and the many fine articles in the Journal should contribute to this effort. We, of course, will do our best to insure that our senior executives read this, or at least pertinent parts. One happy part about the Journal is that it will be one publication which they can take home with them, something unusual in our Agency.

With best wishes,

Sincerely yours,

STAT

Lyman B. Kirkpatrick  
Executive Director

cc: D/Personnel

OCT 5 2 50 AM '63

## Distribution:

Original - Addressee

1 - D/Personnel

① - ER

430160

430159

63-5831/A

XX

20505

DD/S 63-3215

29 JUL 1963

*1 gaud*  
 Honorable John W. Macy, Jr.  
 Chairman  
 U. S. Civil Service Commission  
 Washington, D. C. 20415

Dear Mr. Macy:

With considerable interest I have examined your proposal of 22 July 1963, addressed to the Director, for the early establishment of an Executive Seminar Center at Kings Point, New York to provide promising employees with broader understandings about the relationships of national goals and problems to governmental operations and responsibilities.

Your objective is highly commendable. After the proposal is in being, we will be in better position to evaluate whether CIA could make effective use of more than the two training spaces initially allotted us. Meanwhile, I have indicated our willingness to participate by accepting, on behalf of the Agency, the terms of your Shared Training Facilities Agreement.

Faithfully yours,

(Signed) Marshall S. Carter

*CAC*  
 Marshall S. Carter  
 Lieutenant General, USA  
 Deputy Director

## Enclosure

R/TR/WCR:md (25 Jul 63)  
 Retyped: O-DD/S:maq (26 Jul 63)  
 Distribution:

- Orig & 1 - Adse w/encl
- 1 - Signing Official
- 1 - ER w/brie

CONCURRENCE:

*26 July 1963*  
*KS (date)*  
 L. K. White  
 Deputy Director  
 (Support)

SHARED TRAINING FACILITIES AGREEMENT

BETWEEN

CENTRAL INTELLIGENCE AGENCY

(AGENCY)

AND

THE U. S. CIVIL SERVICE COMMISSION

INTRODUCTION

The U. S. Civil Service Commission is establishing for interagency use three Executive Seminar Centers to provide government training facilities for developing prospective career executives. The first of these Centers will be established at Kings Point, Long Island, New York, and will be in operation during fiscal year 1964. The location and time of establishment of the other two Centers will be determined at a later date to best serve the needs of the several departments and agencies.

It is contemplated that each Center will offer a series of executive seminars in government affairs to be attended primarily by those career employees in grades GS-14 and GS-15 (or equivalent) who, in the opinion of their employing agency, evidence clearly the ability and potential to serve in top career posts. A limited number of persons in grades GS-13 and GS-16 (or equivalent) may also attend when their participation, in the opinion of the employing agency, would serve particularly useful career objectives.

Each Center will be maintained, equipped, and operated by the Civil Service Commission and will have facilities to accommodate approximately

- 2 -

36 employees at any one of the proposed fifteen two-week seminars to be held during the course of a fiscal year. Detailed information on specific courses, dates, etc., will be issued separately by the Commission.

#### COSTS AND METHOD OF FINANCING

The Executive Seminar Centers are being established and operated by the Commission expressly to meet the training needs of several departments and agencies as authorized by section 8 of the Government Employees Training Act (5 U.S.C. 2307). Accordingly, the annual costs of establishing and operating the Centers will be shared on a pro-rata basis by those Federal agencies using the Centers.

The annual cost to operate a single Center is estimated to be approximately \$200,000, the details of which are listed in "Annual Budget Estimate - Kings Point Seminar Center, Fiscal Year 1964", copy attached. While a cost per enrollee for a two-week seminar will not be the method used to finance the Centers, the relationship of the annual cost to maintain a Center to the annual number of two-week enrollments it can provide would indicate a cost of approximately \$370 per enrollee.

Advance contributions from agencies will be made to the U. S. Civil Service Commission. In view of the status of many appropriations it is suggested that the attached agreement be signed in its present form and that the amount of the initial payment be made on the basis of P. L. 88-55. The balance will be paid when appropriations are available on an annual, semi-annual, or quarterly basis to be negotiated by our finance officers. These advance payments will be deposited to a consolidated working fund to

- 3 -

be established under authority of Section 601 of the Economy Act (31 U.S.C. 686). Disbursements will be made from this working fund to cover all operating costs of the Centers. To the extent actual experience indicates budgeted costs were underestimated, additional advances will be obtained from participating agencies. On the other hand, any excess amounts of advances accruing in the working fund will be returned to the participating agencies on a pro-rata basis. Such pro-rata additions or refunds will be based on the percentage relationship of each participating agency's annual advance to the total contributions of all participating agencies.

- 4 -

TERMS OF AGREEMENT

The CENTRAL INTELLIGENCE AGENCY agrees to pay in  
(Name of Department or Agency)  
advance to the U. S. Civil Service Commission the sum of \$3,700.00  
(in annual, semi-annual or quarterly installments) to be deposited in a  
Consolidated Working Fund established under section 601 of the Economy  
Act (31 U.S.C. 686), to be available to the Civil Service Commission  
solely for meeting the actual costs and expenses of operating the Executive  
Seminar Center during fiscal year 1964.

In return, the U.S. Civil Service Commission agrees to make available  
10 enrollments to CENTRAL INTELLIGENCE AGENCY  
(Name of Department or Agency)  
at the Center for any of the two-week seminars, as selected by  
CENTRAL INTELLIGENCE AGENCY, from among the available  
(Name of Department or Agency)  
fifteen two-week seminars offered during fiscal year 1964. Selections for  
each of the seminars will be made by the CENTRAL INTELLIGENCE AGENCY  
(Name of Department or Agency)  
subject to the criteria established by the U. S. Civil Service Commission.

If the advance payments made by agencies exceed the actual costs of oper-  
ating the Center, a pro-rata share of the refund of advances will be made  
to the CENTRAL INTELLIGENCE AGENCY by the U.S. Civil  
(Name of Department or Agency)  
Service Commission. Should actual expenses of the Center exceed advance  
payments made by agencies, the CENTRAL INTELLIGENCE AGENCY  
(Name of Department or Agency)  
agrees to contribute an additional pro-rata amount of funds to cover  
actual costs. Such pro-rata refunds or additions will be based on the  
percentage relationship of the amount of advance from each contributing  
agency to the total amount of advances from all contributing agencies.

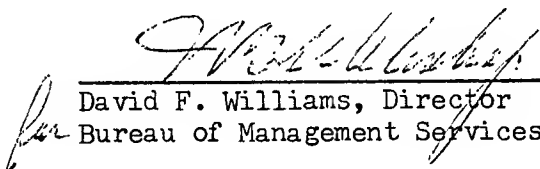
Accepted by: (1) on behalf of the agency

\_\_\_\_\_  
(Name of Department or Agency)

\_\_\_\_\_  
(Signature and Title of Authorized Official)

\_\_\_\_\_  
(Date)

(2) on behalf of the Civil Service Commission:

  
\_\_\_\_\_  
David F. Williams, Director  
Bureau of Management Services

JUL 19 1963

\_\_\_\_\_  
(Date)

U. S. CIVIL SERVICE COMMISSION

Annual Budget Estimate - Kings Point  
Seminar Center, Fiscal Year 1964

1. Salary costs and travel expenses Civil Service Commission staff	\$ 63,000
2. Fees for outside speakers	31,000
3. Travel expenses, speakers from other Federal agencies	23,000
4. Printing costs for announcements, handouts, reprints, etc.	10,000
5. Space rental for training facilities	11,000
6. Lodging and meals for enrollees	50,000
7. Furniture and equipment	7,000
8. Office supplies and miscellaneous services	5,000
	<hr/>
Total Estimated Annual Cost, F.Y. 1964	\$200,000
	<hr/> <hr/>

NOTE: The foregoing amounts do not include travel or incidental costs for agency employees attending any of the Seminars, but do include costs for lodging and meals at approximately \$7.00 per day per person.





UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON 25, D.C.

JUL 22 1963

YOUR REFERENCE

Honorable John A. McCone  
Director  
Central Intelligence Agency  
Washington 25, D.C.

Dear Mr. McCone:

To a major extent, the effectiveness of the Federal career service depends on the ability of those at or near the top of the career ranks. They set the pace, they furnish the personal examples by which subordinates are guided and they share a major responsibility for success or failure of programs and operations.

At present, there exists no comprehensive, government-wide training program designed to help equip careerists with those knowledges and understandings about the broad range of government responsibilities, problems, objectives and operations essential to their successful performance in key roles. Consultations with various agencies have confirmed the need for a concerted effort to establish such a program for interagency use. As a step in this direction, the Civil Service Commission plans to establish an Executive Seminar Center at Kings Point, New York, designed to offer a series of ten two-week seminars to eligible careerists of all Federal agencies.

The Executive Seminar Center will be an interagency training facility, funded by those agencies who elect to use it for the development of their employees. The objective of the curriculum at this Center is to provide promising employees, who have already demonstrated high competence in their particular field or function, with broader understandings about the relationships of national goals and problems to governmental responsibilities and operations. I sincerely believe that such understandings, systematically developed, will do much to give the career service the perspectives and the competencies to serve the public interest more perceptively and effectively.

Enclosed is a description of the curriculum to be offered by the Center and the specifics of costs and administrative factors. A Shared Training Facilities Agreement between your agency and the Civil Service Commission is attached. The agreement provides for transfer of funds in advance to a Consolidated Working Fund. In view of the status of many appropriations it is suggested that the agreement be signed in its present form and that the amount of the

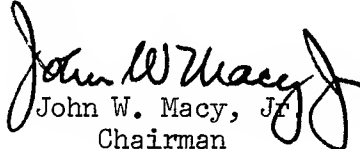
- 2 -

initial payment be made on the basis of P. L. 88-55. The balance will be paid when appropriations are available on an annual, semi-annual, or quarterly basis to be negotiated by our finance officers.

I ask that you consider your present executive development activities, and if this review indicates that the Executive Seminar Center can serve a useful role in supplementing your training programs, please complete the attached agreement and forward it to me by July 31, retaining a copy for your purposes.

The number of training spaces offered each agency is related proportionally to the number of agency employees in grades GS-13 through GS-15. We recognize, however, that some agencies may be able to make more constructive use of training spaces than will others. For this reason, we wish also to know whether your agency can effectively use more training spaces in the Center than are shown on the agreement. If so, please let us know the additional number you desire and we will make every effort to accommodate you.

Sincerely yours,

  
John W. Macy, Jr.  
Chairman

Attachments

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Mr. <span style="border: 1px solid black; padding: 0 10px;"> </span>	7-24	
2	DIE I 7/24	7/25	
3	Executive Director - for follow up		
4			
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

Copy and attachments sent to OTR via DD/S  
for appropriate action and preparation of  
response.

SUSPENSE: 29 July  
(Due in esc - 31 July)

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
O/Executive Director	24 July 63

MEMORANDUM FOR: General Carter

Attached is a proposed reply to the Civil Service Commission's invitation to participate in the Executive Seminar Center program. The Director of Training, Director of Personnel and I feel strongly that this will be a worthwhile activity. The deposit of \$3700 will be made from funds allotted to the Director of Training.

Request two signatures.



L. K. White

26 JUL 1963

(DATE)

FORM NO. 101 REPLACES FORM 10-101  
1 AUG 54 WHICH MAY BE USED.

(47)

STAT

Executive Registry

103-3244

18 April 1963

The Honorable Frederick J. Lawton *Card*  
U. S. Civil Service Commission  
Washington 25, D. C.

Dear Mr. Lawton:

I note with sadness your forthcoming retirement from the Civil Service Commission and want to take this opportunity to thank you for your many years of interest and friendship with the Agency. We have enjoyed our association with you greatly and were delighted that you and your fellow commissioners took an interest in our work.

With best wishes for a happy and fruitful retirement.

Sincerely yours,

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick  
Executive Director

LBK:kg

Original Addressee  
1 Executive Director  
✓ ER

(EXECUTIVE REGISTRY FILE)

*PSC*